

Office of Security at NOAA Request Checklist

ALL requests identified below must be received by the Office of Security at NOAA, at a minimum of two (2) weeks prior to Entrance-on-Duty (EOD) or start date of the person.

The identified “Forms Required” must be sent in a package and NOT separately by fax, mail or an approved secure e-mail method (i.e, Department of Commerce, DOC File Sharing).

ERSO Fax Number: (301) 713-0953

Mailing Address: Department of Commerce, Office of Security at NOAA, SSMC1, 1335 East West Highway, Suite G-101, Silver Spring, MD 20910

E-mail your security package using the DOC (Accellion) Secure File Transfer program (<https://sft2.doc.gov/>) to erso.persec@noaa.gov.

If your form(s) or package is received incomplete, Security will contact the Human Resources Representative (HR), Contracting Officer Representative (COR) or Sponsor by e-mail to send the complete form (s) or package within three (3) business days. After 3-business days the form (s) or package will be destroyed. **THE SECURITY OFFICE WILL NOT RETAIN ANY INCOMPLETE FORM (S) OR PACKAGES.** E-mail your questions or comments to erso.persec@noaa.gov.

Type of Request:	HR/COR/Sponsor REQUIRED ACTION:	Forms Required by Security to Process Your Request:
Previous Investigation Check (MANDATORY) NOTE: The Security Office is required to check OPM's Central Verification System (CVS) if the applicant has a record of an acceptable investigation. A Security Specialist will notify you if the applicant has an acceptable (reciprocal) background investigation or if an investigation is required.	<p>If the applicant indicated to you that a Federal investigation was completed, obtain the following from the applicant:</p> <ol style="list-style-type: none"> 1. Name of last Federal Agency where they worked; 2. Last day (mm/dd/yy) of Federal employment or last day on Federal contract; <p>Ensure to provide the information above on the request form when submitting your request.</p> <p>It is also important to provide the Position Title and the Position Sensitivity of the applicant while working at DOC/NOAA.</p>	<p>1) OSY Coversheet - ALL Sections of the form must be filled out appropriately—do not leave any sections blank. You may use “not applicable” or “n/a” as a response</p> <p>2) OF306, Declaration of Federal Employment, October 2011 version - Applicant should read and follow the attached instructions</p>
FBI Fingerprint Check (FBIF check) NOTE: An FBIF check is NOT required if a Security Specialist has notified you that the subject has an acceptable investigation. A Security Specialist will notify you if the applicant requires to be fingerprinted.	<p>If the Applicant is working for DOC/ NOAA:</p> <ol style="list-style-type: none"> 1. < 30 days – FBIF check is required to obtain a non-HSPD-12 ID; 2. > 30 but < 180 days – FBIF check AND Special Agreement Check (SAC) is required to obtain a non-HSPD-12 ID; 	<p>1) OSY Coversheet (see above)</p> <p>2) OF306 (see above)</p> <p>3) FD 258 or SF 87 (unless approved to be fingerprinted on-site, SSMC1 Badging Office, Silver Spring, MD)</p> <p>If #2 applies: *INV Form-86C, Special Agency Check – ONLY fill in Sections 1 thru 6e and Section 8</p>

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	<p>3. > 180 days – FBIF check AND the appropriate background investigation is required to obtain an HSPD-12 compliant ID (DoD Common Access Card);</p> <p>It is the HR Representative, COR, or Sponsor's responsibility to assist the Applicant in completing the FBIF check.</p> <p>Below are the accepted methods to complete a FBIF check:</p> <p>1. On-site at SSMC 1 (NOAA, Silver Spring, Maryland) Call (301) 713-4752 for specific documents the applicant has to bring to their appointment (Security Office approval is required for this method, no same day service);</p> <p>2. Mail two (2) completed FD-258's (for Contractors /Affiliates) OR two (2) completes SF-87's (for Employees/Student Interns/Volunteers).</p>	<p>If #3 applies: *CD-591, Department of Commerce Personnel Identity Verification (PIV)</p> <p>NOTE: The CD-591 will be approved by the Security Office once a favorable FBI fingerprint result is received AND the e-QIP request is submitted to OPM.</p>
e-QIP Request (if required)	<p>If it has been determined that a background investigation is needed for the applicant, the applicant is required to complete a FBIF check and an e-QIP questionnaire (e-QIP request).</p> <p>NOTE: The HR Representative is responsible for initiating the e-QIP request and notifying the Applicants identified as a Federal employee.</p> <p>The Security Office is responsible for initiating the e-QIP request and notifying the Applicants identified as Contractors/Affiliates/ Guest/Visitors.</p>	<p>1) OSY Coversheet (see above) 2) OF306 (see above) 3) FD 258 or SF 87 (see above) 4) CD-591 (see above)</p> <p>NOTE: The Applicant, after completing the e-QIP request, is required to send Security the following documents:</p> <p>* Certification Page * Authorization for Release of Information * Authorization for Release of Medical Information (if required) * Credit Release (if required)</p>